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ER 0-3533

RHH

SECRET

17 March 1949

MEMORANDUM FOR: Assistant Director for Special Operations
Assistant Director for Policy Coordination

SUBJECT: Agent Relationship with Employees of Other Governmental Departments and Agencies

REFERENCE: Memo from Acting Executive for Administration and Training, OPC; Subject: Agent Relationship with Employees of Other Governmental Departments and Agencies

1. The general policy of CIA governing agreements with employees of other government agencies for service for CIA during other than their normal duty periods with the agencies by which they are employed will be to keep such cases to an absolute minimum, to be justified as essential for urgent emergency purposes in each case.

2. The agreement with such individuals shall be reduced to writing, reviewed by the General Counsel, and approved personally by the Director of Central Intelligence in each case.

3. Agreements may include only the following items of reimbursement:

a. Actual expenses directly incident to official responsibilities to CIA;

b. Entertainment allowance on same basis;

c. Temporary provision for an automobile and provision of necessary operational supplies, if fully justified;

d. Representation allowance if fully justified;

e. Compensation to be only on a straight fee basis (overtime or lump sum payments will not be made).

(If military personnel are involved, only items a, b and c will be considered.)

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4. Approvals of this nature will include no assurance of any kind that [illegible] future employment by CIA is involved.

5. It is emphasized again that this means of support should be restricted to only in rare cases where every other possibility has been completely exhausted. (Secret agents as defined by paragraph 5.c a (3) of the Essential Funds Regulations are not affected hereby.)

[illegible]

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

cc: Budget Officer
Services Officer
Personnel Officer
Chief, Inspection and Security

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